

S-E-C-R-E-T

24 MAY 1957

MEMORANDUM TO: SSA-DD/S

SUBJECT: Coordination of Administrative Plans and  
Amendments and Revisions thereto.

25X1 1. A certain amount of confusion has crept into the procedures followed by the various area divisions, senior staffs, and CM/Plans with respect to the selection of offices with whom to coordinate administrative plans and revisions and amendments. I understand that this matter has been discussed with [ ] but I am not clear as to what the decision was, in detail.

2. Accordingly, in order to clarify this matter, I should like to suggest the following procedures: 25X1

25X1 (a) New [ ] plans will be coordinated with the Office of the Comptroller, [ ] General Counsel, and the Senior Staff concerned. In addition, copies of the draft plan will be circulated to CI Staff and the Office of Security prior to any coordination meeting. Other elements such as the Office of Logistics and Contract Personnel Division will be included in coordination if the project involves a matter of direct interest to such elements. It is understood that CM will be a participant in the preparation and coordination of all plans, whether or not a plan is actually written in CM/Plans.

25X1

(b) Coordination for [ ] will be the same as above, except that General Counsel will be asked to participate in a coordination meeting only if actual legal matters are present in the project.

25X1

(c) With respect to complete revisions of administrative plans, information copies of the draft revision will be circulated to the offices with whom the original plan was coordinated, but actual coordination, whether by meeting or by hand carrying, will be done only with the offices directly and substantively concerned with the revisions.

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(d) With respect to amendments to administrative plans, coordination will be effected only with the offices directly concerned in the amendment. Copies of the amendment, after it has been approved, will be sent to the offices with whom the original plan was coordinated.

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